

LexRec S.O.A.R. Drop Off Procedure

Drop Off: 8:30 - 8:45 am & 8:45 - 9:00 am

- **Intersection of Park Drive and Clarke Street – 100 Clarke Street (Center Recreation Complex/entrance to the Football Field)**
- Parents/Caregivers should place an 8x11 sheet of paper with the participant's first and last name on their dashboard to identify who they are dropping off
- Cars will enter the drop off zone and follow the one way direction on the right side of the street (horses will be lining this pathway)
- Cars will be signaled to stop at the designated drop off zone (the area closest to the football field)
- Participants are **required** to stay in their car until they have reached the drop off zone
- Once the car has come to a stop, staff will prompt the participant to exit the car
- One counselor from each group should be designated to lead participants from the drop off zone to their group's meeting location
- Once the participant has exited the car, parents/caregivers will be directed to exit the drop off zone in a one-way direction towards Park Drive.

Participants who arrive on foot or bike

- Participants or caregivers who arrive on foot or bike must speak with staff upon arrival to complete the check in process.

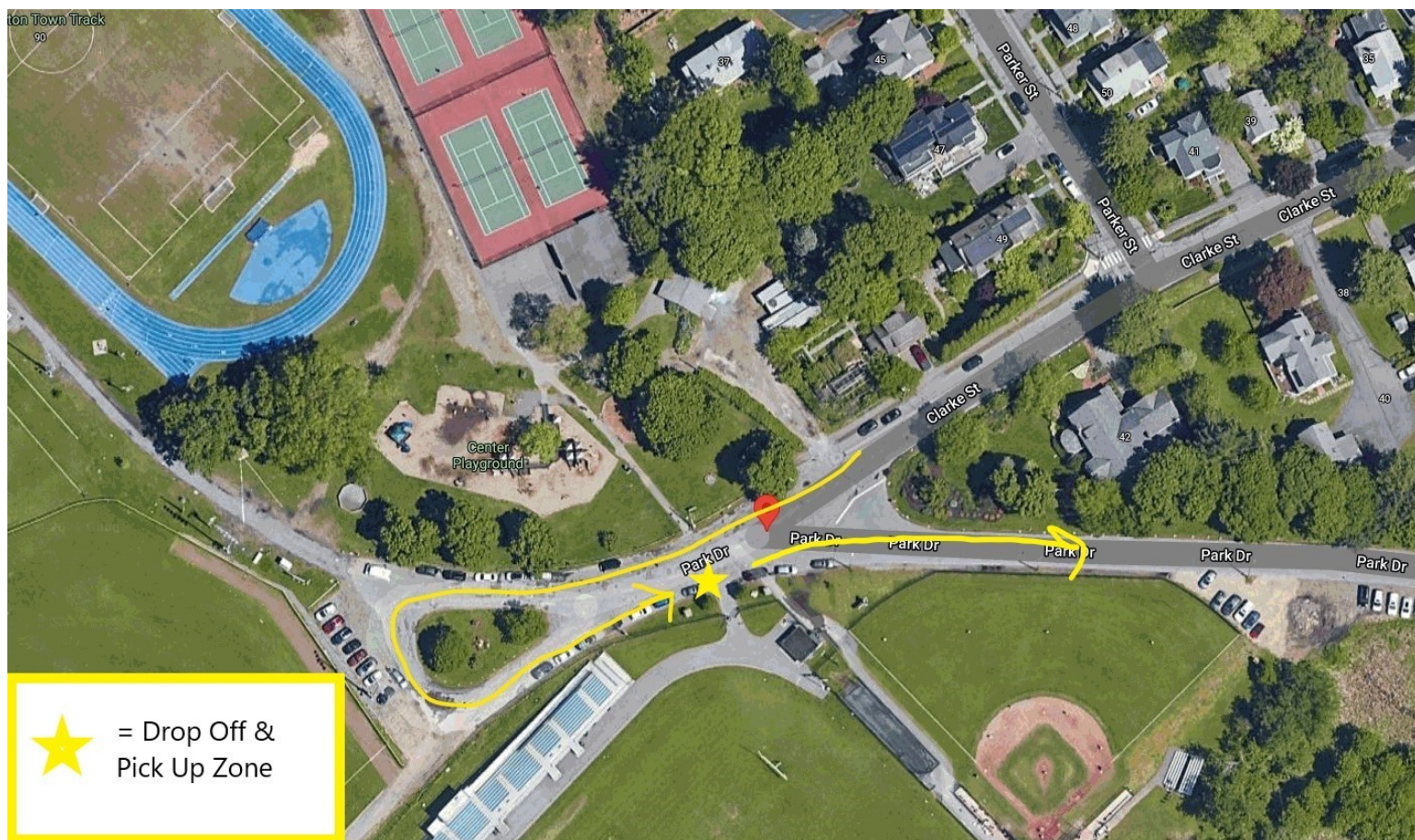
LexRec S.O.A.R. Pick Up Procedure

Pick Up: 12:00 – 12:15 pm (half day), 3:00 – 3:15 pm & 3:15 – 3:30 pm (full day)

- Parents / Caregivers will be asked to place a piece of paper with the participant's first and last name in their passenger window for staff to identify campers being picked up
- Participants will be with their group at their meeting location
- Cars will enter the pick up zone (forming single file line) and stop at the designated area (in front of the football field)
- Staff will signal for parents / caregivers to roll down their passenger window to confirm who they are picking up
 - If the individual picking up is not recognized as a parent by staff, the individual will be asked to show identification to ensure they are listed as an approved pick up
 - If the individual is not identified as an approved individual, they will not be allowed to pick up the participant and the parents will be contacted
- Once the participant has entered the car, parents/caregivers will be directed to exit the pick up zone in a one-way direction towards Park Drive\

Participants who arrive on foot or bike

- Participants or caregivers who travel on foot or bike must speak with staff before leaving for the day.



LexRec S.O.A.R. Rainy Day Procedures

Location: : 251 Waltham Street (Lexington High School Modular Classrooms)

Drop Off: 8:30 – 8:45 am & 8:45 – 9:00 am

- Cars will enter the parking lot off of Waltham Street and stay on the right side of the parking lot
- Signs (or staff) will direct cars to turn around once they have reached the end of the parking lot and proceed to the drop off zone (in front of the modular building)
- Staff and caregivers will continue with typical drop off procedures for check in
- Cars will be directed to exit in a one way direction towards Waltham Street.

Pick Up: 12:00 – 12:15 pm (half day), 3:00 – 3:15 pm & 3:15 – 3:30 pm (full day)

- Cars will enter the parking lot off of Waltham Street and stay on the right side of the parking lot
- Signs (or staff) will direct cars to turn around once they have reached the end of the parking lot and proceed to the drop off zone (in front of the modular building)
- Staff and caregivers will continue with typical end-of-program pick up procedures

